REFERENCE
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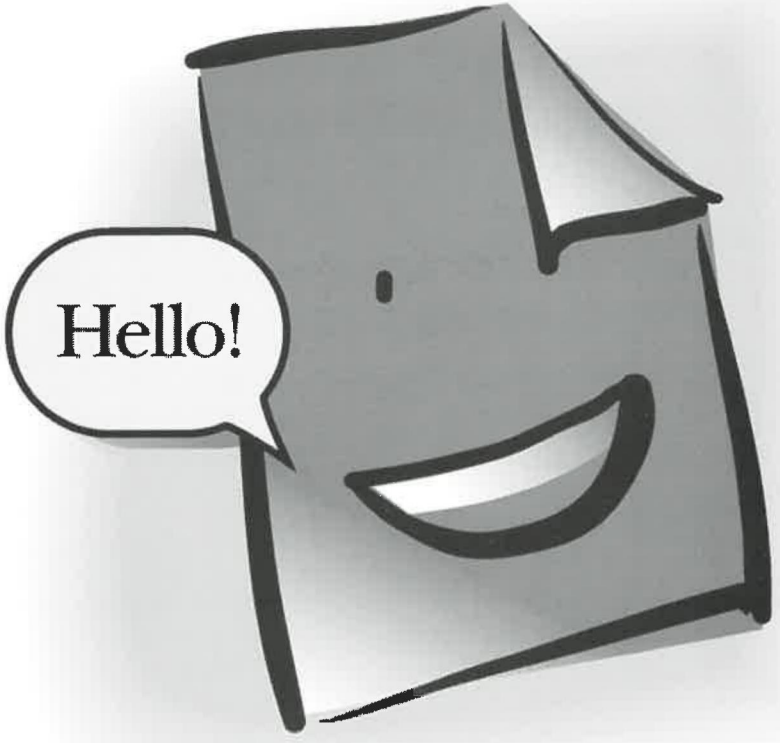
SPEECH THERAPY CLINIC
J30U200E706

WRITE: OUTLOUD®

Talking Word Processor For Multisensory Learning



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WRITE: OUTLOUD™

Version 2.0

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Introduction

Hearing is Believing

Welcome to the easy-to-use word processor that lets you see *and* hear what you type! Write:OutLoud comes equipped with speech so the system can speak words and sentences, read a whole entry and repeat as often as you like at the touch of a button. Write:OutLoud offers all the features you need in a word processor—spell checker and find function with helpful speech features, search, font selection and more—and it's so simple to use that you'll be up and running in no time.

Moving through and selecting text is easy with Write:OutLoud — just select one of the shortcut buttons to change cursor positions. Menu options or key equivalents run all the functions, so there's no need for complicated commands or formatting.

Write:OutLoud brings color to word processing, too. You decide what the screen will look like—yellow text on a black background, every sentence in a different color or special words set off in another color. Write:OutLoud also prints in color.

Because it's so simple to use, there's no limit to Write:OutLoud's applications in the home or educational settings. It is perfect as a first word processor. Write:OutLoud puts together essential word processing needs with speech capabilities. Multi-sensory cueing abilities ensure successful word processing.

Chapter 1
Installation

Installation is fast and easy. First, check that you have everything you need.

In Your Package

In your Write:OutLoud package, you have the following:

- Software Registration Form
  Please complete and return this form so that we can continue to provide you with the highest quality software, offer technical support and keep you informed about new Write:OutLoud software developments.
- Software License Agreement
- Write:OutLoud disk
- Quick Reference Cards
- Write:OutLoud Reference Manual (which you are reading)

A Note to New Macintosh Users

The Write:OutLoud Reference Manual uses standard Macintosh terms and conventions. You should be familiar with Macintosh menus, commands and mouse movements like *click and drag, double click to launch, click OK.* You should also know how to open, save and close files. If you are unfamiliar with these terms and techniques, review the documentation that came with your computer.

Before You Install

- Before you install Write:OutLoud, complete your Software Registration and mail it
- Compare your computer system with the system requirements listed below

System Requirements

To use Write:OutLoud 2.0 you need:

- Any Macintosh with a hard drive
- System 7.0 or higher (recommended)
- 4 MB RAM (minimum) or more (recommended)
- Color monitor and color printer optional (but necessary for color features)

Check with your Apple dealer if you need to upgrade your system software or increase the system memory (RAM).

Copyright — One Copy, One User

Write:OutLoud is copy-protected. Each original program disk has a unique serial number assigned to it. *It is intended for use on 1 computer.* Install this program onto your hard drive and keep your original disks as your backup.

If you are an individual end user and have two computers, copyright laws allow you to have Write:OutLoud installed on both computers, but in use on only one computer at a time.

Sharing Write:OutLoud

Write:OutLoud also has the unique capability of allowing you to make demonstration copies that you are welcome to share with associates. The demonstration version of Write:OutLoud lets your associate try the full Write:OutLoud program three times. See Appendix A, *Demonstration Copies of Write:OutLoud.*

Installation

Note: Before you install Write:OutLoud or any software files, make sure to disable any virus protection software and cancel all computer system extension files. Canceling extensions eliminates the possibility of other files or open applications interfering with installation. To cancel extensions, hold down Shift while starting up your computer.

Install Write:OutLoud 2.0

Find the 11-character serial number on your Write:OutLoud disk. Make a note of this number; you will need it to complete the installation.

Tip: Write the serial number on the inside cover of this manual for future reference and technical support.

---

1 Insert the Write:OutLoud disk into drive.

2 Double click the Installer icon.

Installer - Double Click

3 The Installer screen appears. Click Continue.

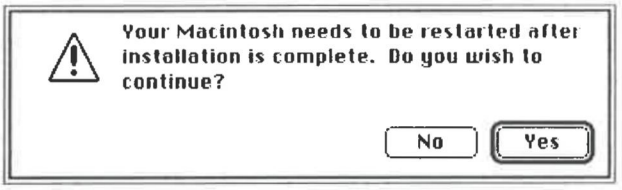
4 The Write:OutLoud Read Me file displays.

Write.OutLoud™
Version 2.0
You will need your software serial number to complete this installation. If you are updating your Write.OutLoud program from an earlier version, you will need your original serial number. This serial number is located on the back of your original disk.
If you are installing a new Write:OutLoud, your serial number is printed on the back of the Write:OutLoud Disk. If you forget to write down your Serial number, you will have the option to eject the disk at the Registration screen. You can then enter your Serial number, re-insert the disk and complete the Write:OutLoud installation.
Save...
Print...
Cancel
Continue

You can choose any of the following options:

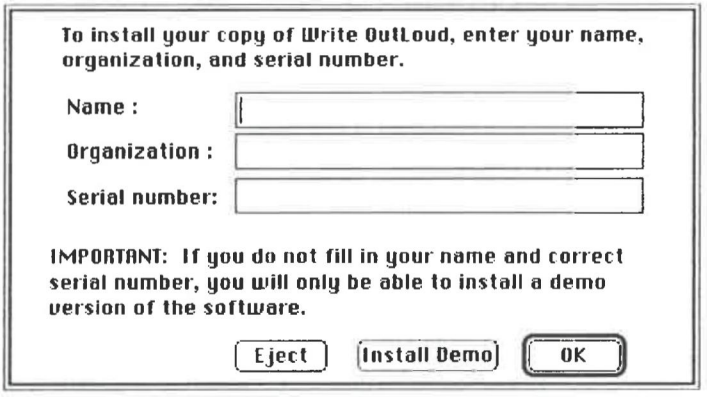
- Click Save to save a copy of this file to your hard disk.
- Click Print to print a copy of this file.
- Click Cancel to exit the Installer and return to your desktop. This cancels the Write:OutLoud 2.0 installation, leaving your hard disk untouched.
- Click Continue to proceed with the Write:OutLoud install.

5 Click Continue. The following dialog box appears.



- Click Yes to proceed.
- Click No to cancel the Write:OutLoud installation.

6 Click Yes. The registration screen is next.


To install your copy of Write OutLoud, enter your name, organization, and serial number.
Name :
Organization :
Serial number:
IMPORTANT: If you do not fill in your name and correct serial number, you will only be able to install a demo version of the software.
Eject
Install Demo
OK

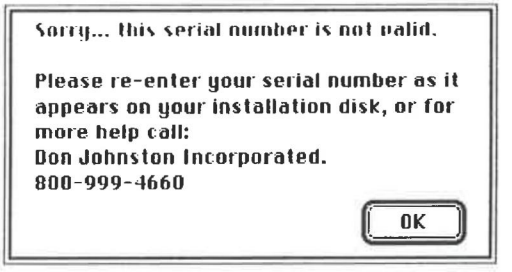
Enter your name, organization and serial number. Use the mouse pointer or Tab to move between fields. Enter the complete serial number. The serial number must be entered exactly as printed on your disk. The 0's are zeros. The letters are uppercase. There are no spaces or other characters in the serial number.

Tip: If you forgot to write down your serial number, click Eject so you can read the serial number printed on the Write:OutLoud disk.

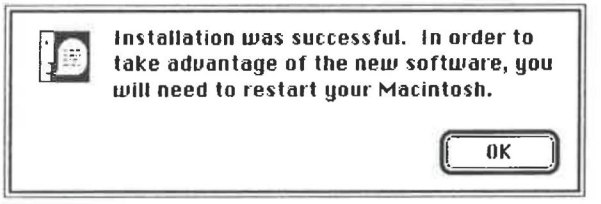
Note: If you have not entered your serial number when you click OK, a demonstration version of Write:OutLoud will be installed on your hard disk. (See Appendix A for directions on installing and using demonstration versions.)

7 Click OK when the information is complete.

If you make a error typing the serial number, you get the following screen:


Sorry... this serial number is not valid.
Please re-enter your serial number as it appears on your installation disk, or for more help call:
Don Johnston Incorporated.
800-999-4660
OK

8 At completion, you get the following message that the installation was successful:



9 Click OK to restart your Macintosh and begin working with your new Write:OutLoud software.

What Just Happened

The installation program created a new folder on your hard drive named "Write OutLoud." It copied the Write:OutLoud files to that folder and copied the speech files to the System folder.

- Write OutLoud
- Read Me
- WOL Abbreviations
- WOL US Dictionary
- WOL User Dictionary

Other files are installed in the System folder:

- MacInTalk Voices (in the System folder)
- DJ Speech Access (in the Extensions folder)
- Sound Manager (in the Extensions folder)
- Speech Manager (in the Extensions folder)
- DJ Preferences (folder within the Preferences folder)

Store your original disks in a safe place. These are your backup disks. Your working copy is now on your hard drive.

Preparing to Use Write:OutLoud

Write:OutLoud is an easy to use talking word processor. To begin using it:

1. Open the Write OutLoud folder.

2. Double click the Write OutLoud icon to launch the program. An untitled document appears.

3. Begin typing.

Tip: For extra convenience if you are using System 7, make an alias of the Write:OutLoud application and keep it on the desktop or other location for easy access.

Chapter 2

Getting Acquainted with Write:OutLoud

Write:OutLoud is the talking word processor that is filled with convenient features that increase its ease of use. Some special features are:

- **Ribbon**
  The ribbon is a visual display at the top of Write:OutLoud documents. Click its buttons for many common tasks. It has buttons for moving the text cursor, highlighting text, speaking, spell checking, printing and changing font sizes. Ribbon buttons say their names for easy identification.

- **Navigate through document**
  Buttons and keystrokes help you get around the document quickly and easily. Go directly to the beginning or end. Move word by word, sentence by sentence or paragraph by paragraph. Highlight text just as easily.

- **Speak text**
  Speak word by word or sentence by sentence. Speak the whole document in many ways. Use speech features for multi-sensory learning. Use speech as a way for non-speaking individuals to communicate: class participation, telling stories and expressing wants and needs.

- **Spell checker**
  Check spelling quickly and easily. Write:OutLoud automatically starts checking from the beginning of the document no matter where your cursor is. Hear the sentence where a misspelled word appears and listen to Write:OutLoud speak suggested words for changing. Add personal words to the user dictionary.

- **Spelling monitor**
  Write:OutLoud monitors your words as you type. If you type a word it doesn't recognize, it cues you with a beep or menu bar flash. Correct the misspelling right away.

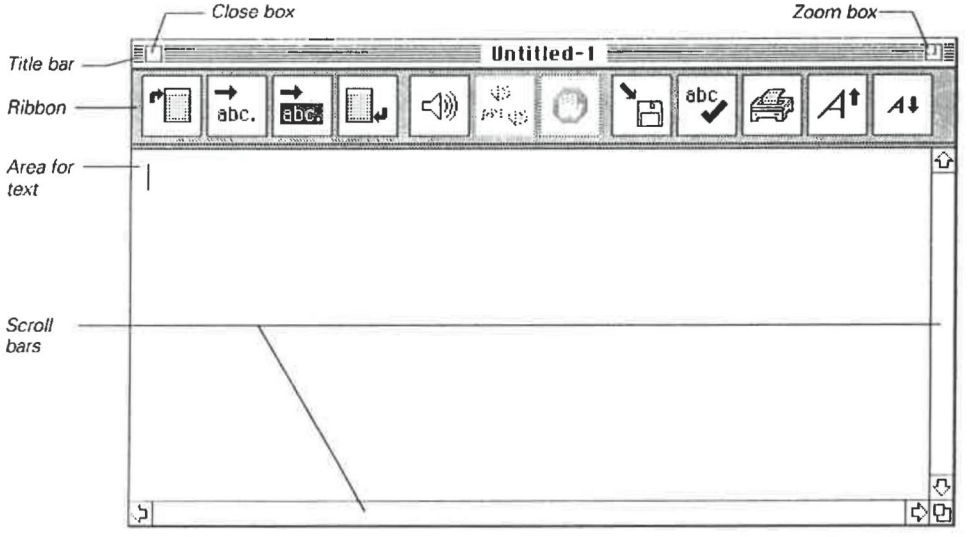
- **Print One feature**
  Print One skips the traditional print dialog box and directly prints one copy of the document. This is easier for the user because it eliminates a step.

- **Font size**
  Grow and shrink words at the touch of a button. Use large font to increase visibility or to emphasize words in a lesson.

Getting Started

Open the Write OutLoud folder. Double click the Write OutLoud icon to launch the program.

Write OutLoud

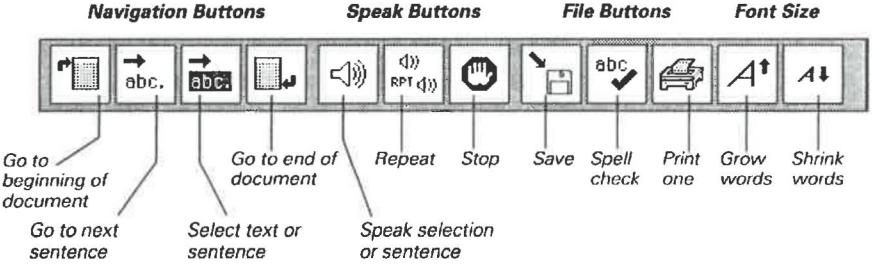


When you launch Write:OutLoud, you're ready to type and create documents immediately. It's just as easy to use the features Write:OutLoud offers, and in no time you'll be an expert at customizing your text. This section helps you understand the features unique to Write:OutLoud, including navigating through text, speech options, spell checker and more.

Unique Ribbon Features

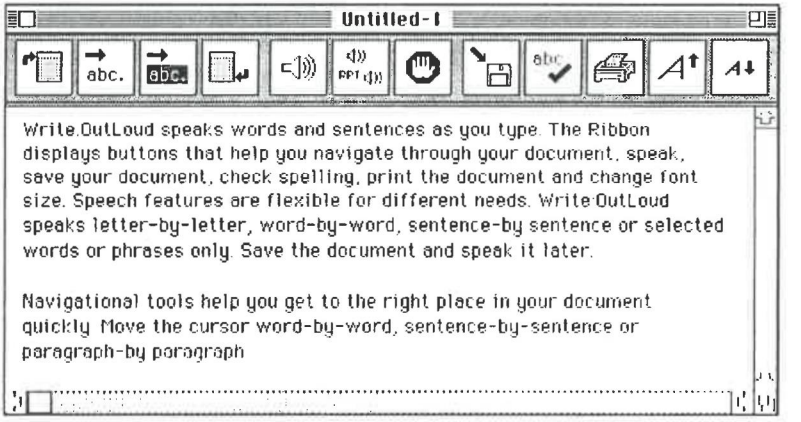
The buttons on the ribbon are grouped according to tasks for easier use. To hear a button speak its function, place the mouse pointer over the button and wait a second.

Tip: If you do not want to hear the buttons speak their functions, turn *Speak Ribbon* off in the *Options Menu.*



To try all the features you can access from the ribbon, type a few sentences in the Write:OutLoud window.

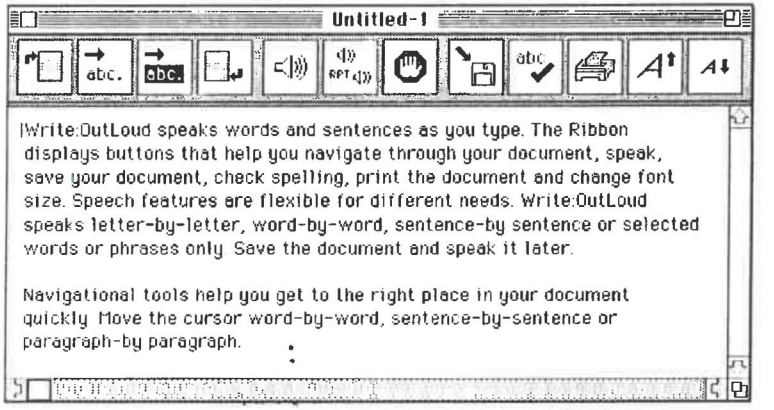
Tip: If you do not want to see the ribbon display, select *Show Ribbon* from the *Options Menu* to uncheck it. All ribbon functions can be performed with menu items or keyboard equivalents. (See Chapter 3, The Menus.)


Untitled-1
Write.OutLoud speaks words and sentences as you type. The Ribbon displays buttons that help you navigate through your document, speak, save your document, check spelling, print the document and change font size. Speech features are flexible for different needs. Write:OutLoud speaks letter-by-letter, word-by-word, sentence-by sentence or selected words or phrases only. Save the document and speak it later.
Navigational tools help you get to the right place in your document quickly. Move the cursor word-by-word, sentence-by-sentence or paragraph-by paragraph

Type words. You hear Write:OutLoud speak as you go. At the end of the sentence, it speaks the entire sentence, highlighting each word as it reads.

Go to beginning of document

To move your cursor quickly to the start of the document, move your mouse pointer to the ribbon and click *Beginning*. The cursor moves to the beginning of your text entry.

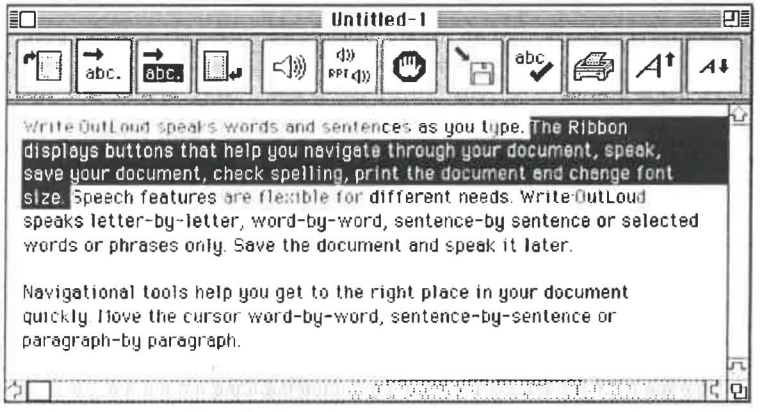

Untitled-1
abc.
abc.
abc
RPT
Write:OutLoud speaks words and sentences as you type. The Ribbon displays buttons that help you navigate through your document, speak, save your document, check spelling, print the document and change font size. Speech features are flexible for different needs. Write:OutLoud speaks letter-by-letter, word-by-word, sentence-by sentence or selected words or phrases only. Save the document and speak it later.
Navigational tools help you get to the right place in your document quickly. Move the cursor word-by-word, sentence-by-sentence or paragraph-by paragraph.

Move

To move your cursor to the next sentence, click Move. The cursor moves to the beginning of the next sentence. A sentence must end with a period, question mark or exclamation mark in order for Write:OutLoud to recognize it as a sentence.

Select

To highlight the next sentence, click Select. With the sentence highlighted, you can click Speak, Grow Words or Shrink Words. If your cursor is in the middle of a sentence, Select highlights words from the cursor to the end of the sentence.


Untitled-1
abc.
abc.
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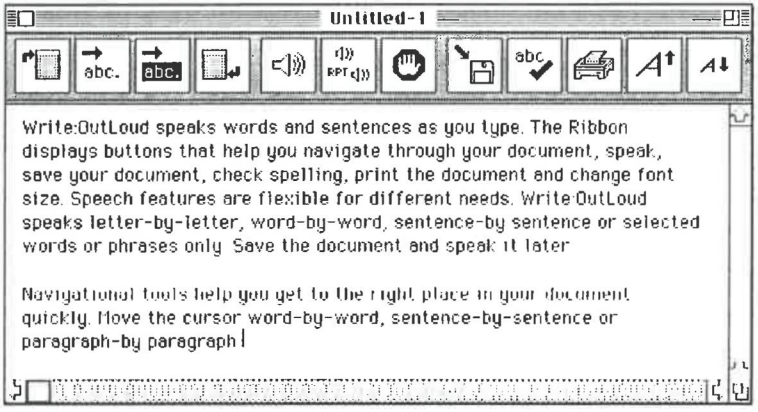
Navigational tools help you get to the right place in your document quickly. Move the cursor word-by-word, sentence-by-sentence or paragraph-by paragraph.

End

To move directly to the end of the document, click End. The cursor moves to the end of your document.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abc.
abc.
abc
RPT
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Navigational tools help you get to the right place in your document quickly. Move the cursor word-by-word, sentence-by-sentence or paragraph-by paragraph.

Speech

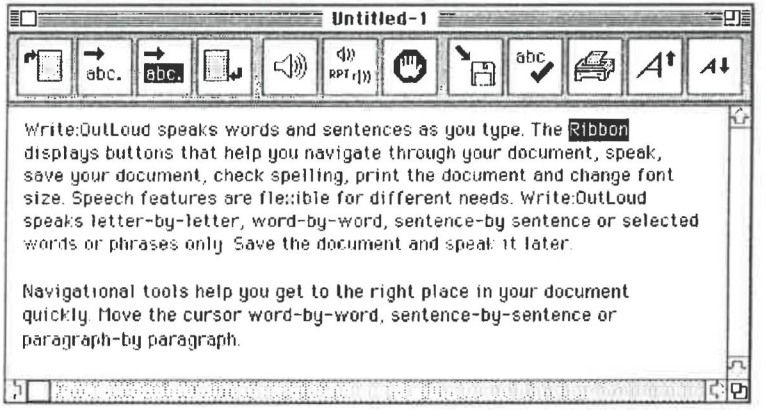
Speak

Click Speak to hear the sentence. Write:OutLoud speaks the selected text or the sentence containing the cursor.

Click Speak again and the following sentence is spoken. With this feature, you may move through your entire document sentence-by-sentence, speaking each as you go.

Note: For speaking, sentences are spoken until sentence-ending punctuation is encountered. If you have no punctuation in your file (it is a list, for instance), the whole file speaks.

To speak specific words or sentences, highlight the text first, then click Speak.


Untitled-1
abc.
abc.
abc
RPT
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Navigational tools help you get to the right place in your document quickly. Move the cursor word-by-word, sentence-by-sentence or paragraph-by paragraph.

To speak the entire document, choose *Select All* in the *Edit Menu* and click Speak.

Tip: Write:OutLoud can buffer an entire document — up to 32,767 characters at a time, or about 6,000 words — for speech output.

Tip: For story narration, the user can speak the document sentence-by-sentence and have control over the rate of storytelling. Place the cursor at the beginning of the file. Click Speak and the first sentence speaks. The cursor advances to the next sentence. Click Speak when ready.

The user can also change the order of the speaking sentences. Use the Move and Select buttons to select the sentence you want. Click Speak to speak the highlighted sentence. Continue in this manner to tell the story in any order.

Repeat

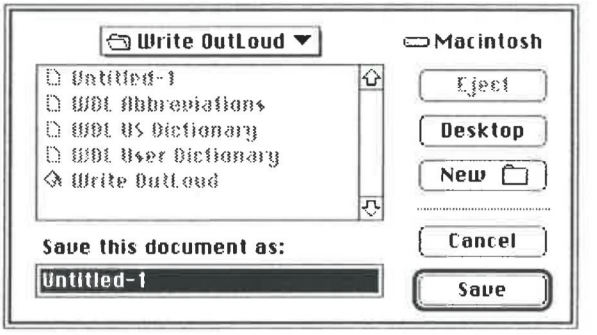
Click Repeat to hear again what was just spoken.

Stop

Click Stop to stop the speaking.

Save

Click Save to save your file to disk. The first time you save it, give it a name. This function is the same as selecting *Save* in the *File Menu*.

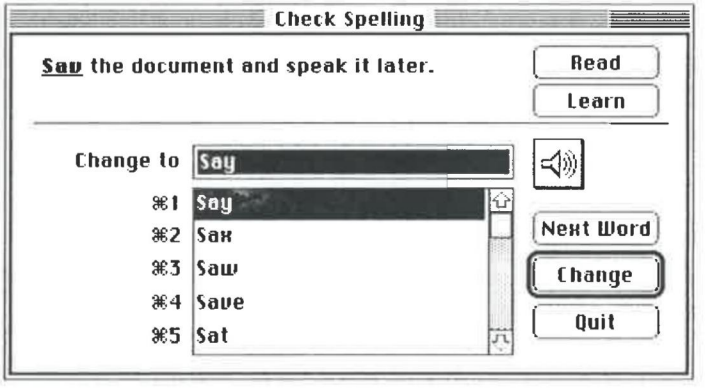


Use Save frequently while you're working to save changes to the document.

Check Spelling

Click Check Spelling from anywhere in the document to begin the spell checker function. Write:OutLoud always starts checking from the beginning of the document.

▶ Write:OutLoud displays the Check Spelling dialog box when it finds a word that is not in either the regular or user dictionaries.



The spelling checker displays the sentence containing the unknown or misspelled word (underlined) along with suggested known or correct words.

Read

- To hear the sentence with the misspelled word, click Read. Write:OutLoud speaks the entire sentence, repeats the misspelled (underlined) word, then spells the underlined word.

Speak

Write:OutLoud suggests a word in the Change To field. To hear this word spoken and spelled, click Speak.

Suggested Words

- To hear another suggested word, click the word to highlight it. The word moves to the Change To field. Click Speak.

- To replace the misspelled word with one of the suggested words, move it to the Change To field. Do this in any of these ways:
  - Click the word
  - Use ↓ until the suggested word is in the Change To field.
  - Use the key equivalent shown to the word's left, i.e., ⌘1, ⌘2, etc.

- If the correct word doesn't appear in the suggested word list, type the correct word in the Change To field. If *Speak Letters* is selected in the *Speech Menu*, each letter is spoken as it is typed. Click Speak to hear it and spell it after it is typed.

Change

- When the correct word is in the Change To field, click Change. The word is replaced in your document.

Learn

- A separate WOL User Dictionary exists for personal words and words that are not contained in the standard WOL Dictionary. Both the WOL Dictionary and the WOL User Dictionary are referenced while checking spelling.

  To add the underlined word to the WOL User Dictionary, click Learn.

Next Word

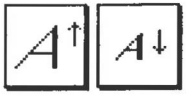
▶ Click Next Word to continue spell checking.

Quit

▶ Click Quit to exit the spell checker.

Print One

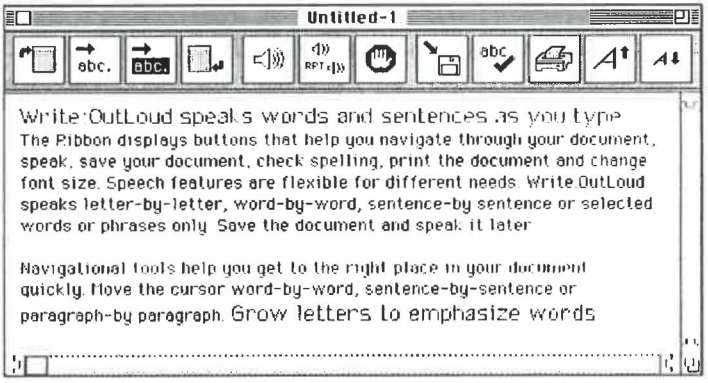
Print One automatically prints one copy of your document bypassing the regular print dialog box. Click Print One to send the document to the printer.



Grow Words & Shrink Words

Click Grow Words or Shrink Words to change font size.

▶ Highlight letters, words or sentences. Click Grow Words to increase the font size. Click Shrink Words to decrease the font size.


Untitled-1
abc.
abc.
abc
Write:OutLoud speaks words and sentences as you type
The Ribbon displays buttons that help you navigate through your document, speak, save your document, check spelling, print the document and change font size. Speech features are flexible for different needs. Write:OutLoud speaks letter-by-letter, word-by-word, sentence-by sentence or selected words or phrases only. Save the document and speak it later.
Navigational tools help you get to the right place in your document quickly. Move the cursor word-by-word, sentence-by-sentence or paragraph-by paragraph. Grow letters to emphasize words

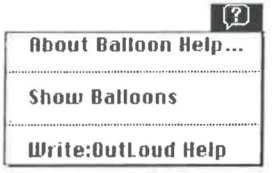
▶ Place the cursor at the end of your text entry. Click Grow Words. Type a few words. The letters are bigger. Click Shrink Words and type. The letters are smaller.

Write:OutLoud Help

On-screen Help includes a review of Write:OutLoud features and functions. It includes a list of key equivalents to perform functions without using the mouse.

System 7 Users

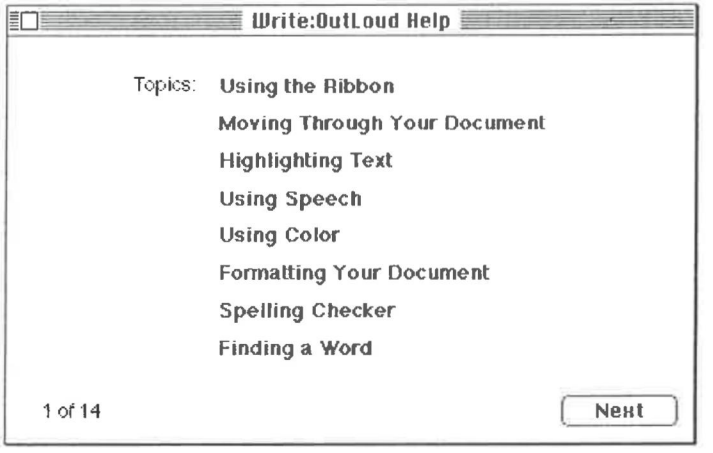
Choose *Write:OutLoud Help* in the *Help Menu*.



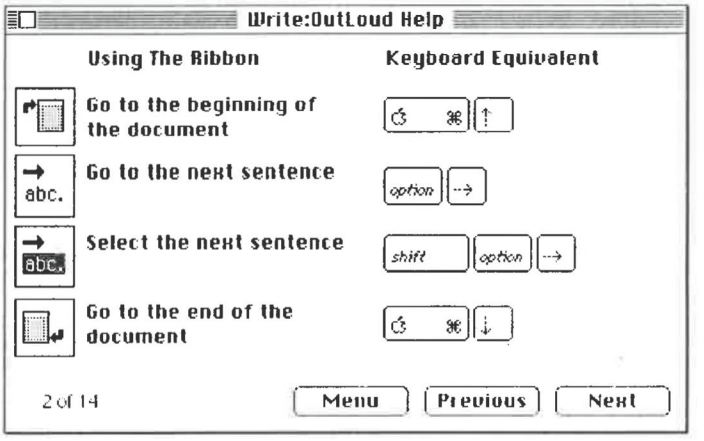
System 6 Users

Choose *Write:OutLoud Help* in the *Apple Menu*.

The first Help window has a list of topics.



Click the topic you want to view or page through the Help windows with the Next and Previous buttons.



Many questions about using Write:OutLoud can be answered with the Help windows while you are using the program.

Chapter 3

The Menus, Highlight Color and Sound Volume

Besides using the ribbon to quickly access several functions, you can also use Write:OutLoud's pull-down menus to access all functions and settings.

This chapter describes all menu items and how to use them.

Note: See Appendix C for a complete listing of key equivalents for menu functions.

File Menu

New

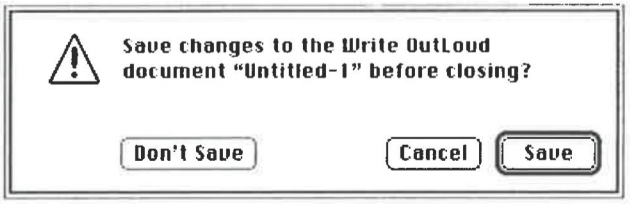
⌘ N — Create a new document.

Open...

⌘ O — Open an existing document.

Close

⌘W Close the open document. Asks you to save your work if you have not done so.



Save

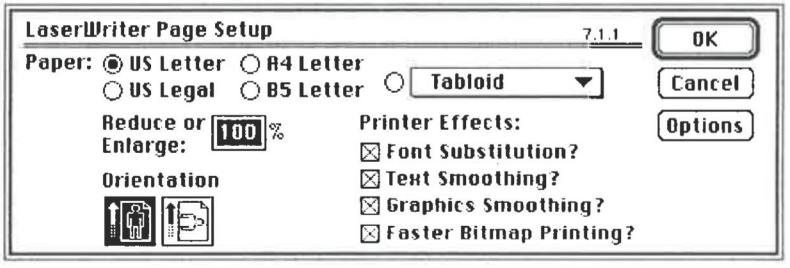
⌘S Save changes to document and continue working.

Save As...

⌘H Save document with a new name and continue working. Original document remains intact.

Page Setup...

⌘J Specify letter or legal-size paper, page orientation and other options. Write:OutLoud automatically adjusts its margins to match the paper size selected; you don't have to fix margins on your document.



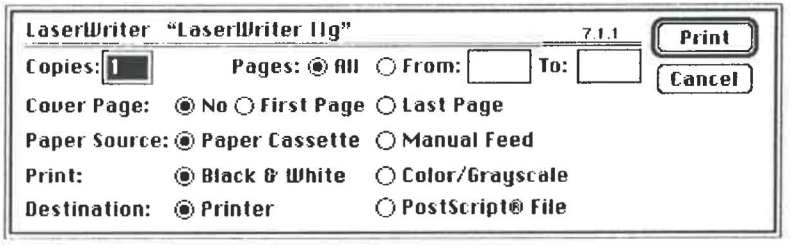
Print One

⌘= Print one copy of your document, bypassing the print dialog box (displayed below) and saving a step.

Print...

⌘P

Choose print specifications from the print dialog box and send document to the printer.

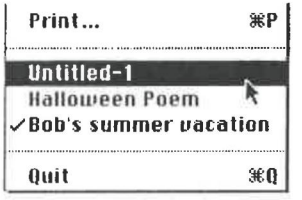


You can print color documents in color if you have a color printer.

Note: The Apple ImageWriter II can print your Macintosh color documents in color if you have a color software extension that enables this feature. One such program is MacPalette™ II, available through many software retailers. You must also use a color ribbon.

Document Titles

The titles of all open Write:OutLoud documents are added to the *File Menu*. You can select any open document by choosing its title.

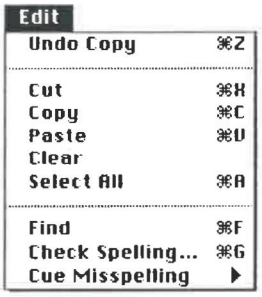


Quit

⌘Q

Quit the Write:OutLoud application. The program asks you to save your work if you have not done so.

Edit Menu



Undo/Redo

⌘ Z — *Undo* cancels your last action. If your "undone" action can be repeated, *Undo* changes to *Redo*. This item is unavailable if your last action cannot be undone or redone.

Cut

⌘ X — Remove selected text from document. Cut may be used with *Paste*.

Copy

⌘ C — Duplicate selected text. *Copy* may be used *Paste*.

Paste

⌘ V — Place cut or copied text in your document at the cursor.

Clear

Clear / Delete — Remove selected item from document. Not used with *Paste*.

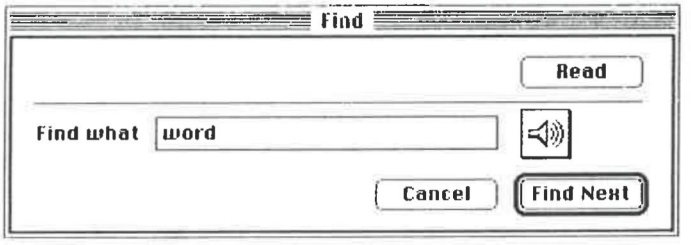
Select All

⌘ A — Highlight all text.

Find...

⌘F

Locate a specific word or group of words in text.
Write:OutLoud displays the Find dialog box. To move the dialog box, drag the title bar.



Find What

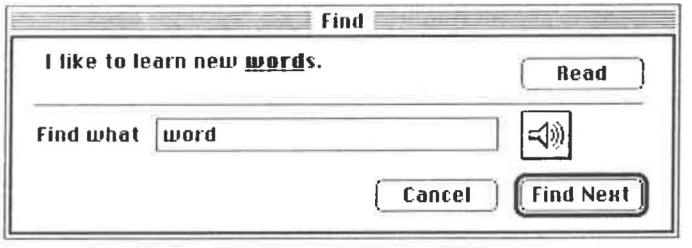
- Type a word in the Find What field. If *Speak Letters* is selected in the *Speech Menu*, each letter is spoken as it is typed.

Speak

Click Speak to hear the word in the Find What field.

Find Next

- Click Find Next to find the next occurrence of the word.



Read

- When the word is found, it is displayed within the sentence and is underlined. Click Read to hear the sentence. The underlined word is repeated.

Cancel

- Click Cancel to cancel Find and return to your open document.

Check Spelling...

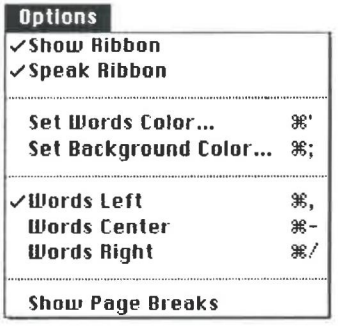
⌘G

Initiate the spell checker function. See Chapter 2, "Getting Acquainted with Write:OutLoud," for details on the spell checker.

Cue Misspelling

When checked, Write:OutLoud monitors your words as you type. If you type a word it doesn't recognize, it cues you with a beep (auditory) and/or menu bar flash (visual). Choose neither, both or either type of cueing.

Options Menu



Show Ribbon

When checked, displays the Write:OutLoud ribbon at the top of the screen. Select *Show Ribbon* to uncheck and turn off display.

Speak Ribbon

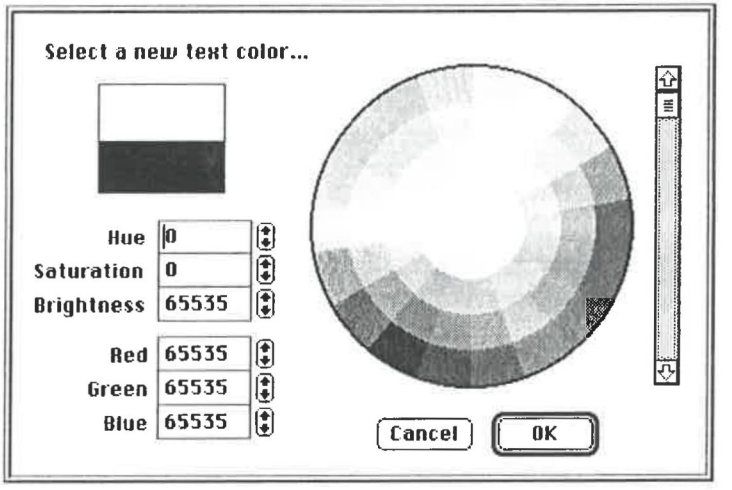
When checked, ribbon buttons say their names with the mouse pointer. Select *Speak Ribbon* to uncheck and turn off ribbon speech.

Set Words Color...

For color monitors only.

Write:OutLoud is initially set for blue text on a white background but you can choose from an unlimited range of colors for both text and the background. You can type each word or sentence in different colors or change text colors anywhere in your document.

1 Choose *Set Words Color...* Write:OutLoud displays the text color dialog box.



2 Position your mouse pointer at any color around the color wheel. Click to select the new color. The box at the top left shows the selected color.

3 Use the scroll bar to change the brightness of the color, if desired.

4 Click OK. Click Cancel to return to the previous color setting.

Note: If color wheel is black, the thumb on the scroll bar may be at the bottom of the scroll bar. Drag the thumb up the scroll bar.

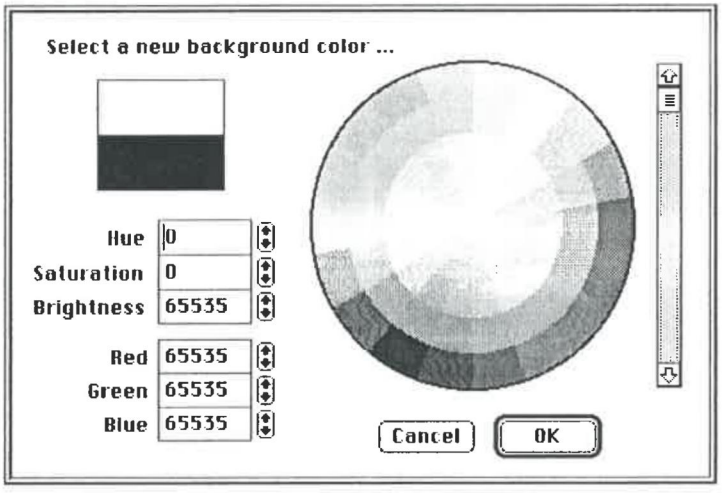
Set Background Color...

For color monitors only.

⌘;

Write:OutLoud is initially set for blue text on a white background but you can choose from an unlimited range of colors for both text and the background. You can type each word or sentence in different colors or change text colors anywhere in your document.

1 Choose *Set Background Color...* Write:OutLoud displays the background color dialog box.



2 Position your mouse pointer at any color around the color wheel. Click to select the new color. The box at the top left shows the selected color.

3 Use the scroll bar to change the brightness of the color, if desired.

4 Click OK. Click Cancel to return to the previous color setting.

Note: If color wheel is black, the thumb on the scroll bar may be at the bottom of the scroll bar. Drag the thumb up the scroll bar.

Tip: You may want to experiment with several text and background colors to find a combination that works well for you.

Words Left

⌘ ,

Align words with left margin. Check *Words Center* or *Words Right* to change setting. When you change alignment, the whole document changes.

Words Center

⌘ -

Center words in middle of document. Check *Words Left* or *Words Right* to change alignment preference. When you change alignment, the whole document changes.

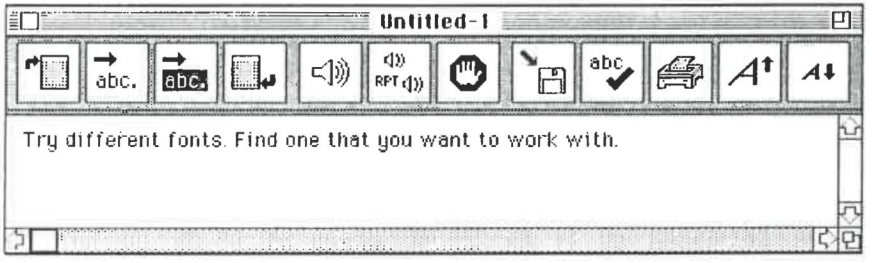
Words Right

⌘ /

Align words with right margin. Check *Words Left* or *Words Center* to change alignment preference. When you change alignment, the whole document changes.

Font Menu

Checked font is the current font selected. Select a different font to change fonts. You may select letters, words, sentences or the entire file and change the font. Your font menu may look different, depending on what fonts you have installed.

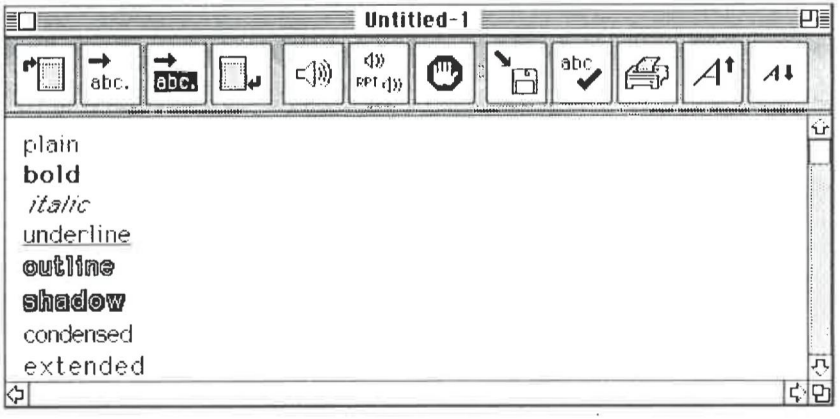


Font shown: Geneva

Style Menu

Apply different styles alone or in combinations for visual needs or to emphasize text. Style checked is the one used as you type. More than one style may be used at the same time.

You may select letters, words, sentences or the entire file and change the style. Select any item to check or uncheck it.



Some common styles may be selected with key equivalents.

Plain Text

When you choose *Plain Text,* all other styles are automatically turned off.

Bold

Choose *Bold* to make the selected word(s) display in the bold version of the selected font. If no words are highlighted, the style applies to the next words typed.

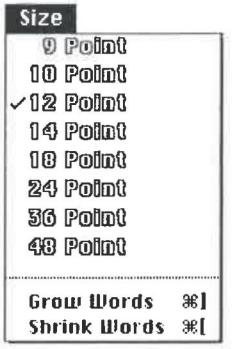
Italic

Choose *Italic* to make the selected word(s) display in the italic version of the selected font. If no words are highlighted, the style applies to the next words typed.

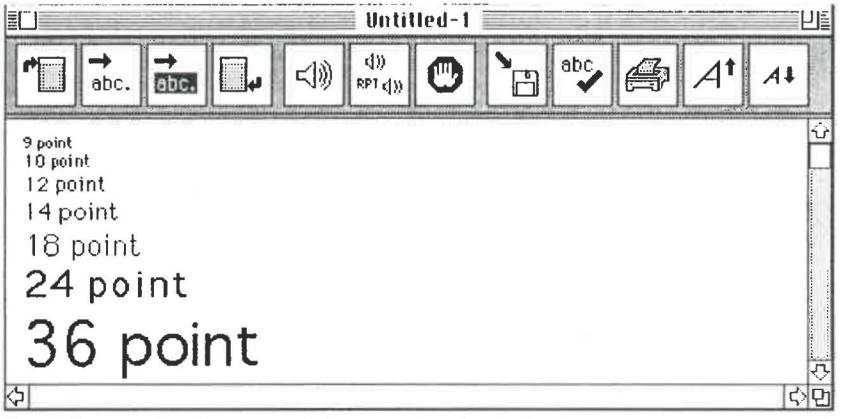
Underline

Choose *Underline* to make the selected word(s) underlined. If no words are highlighted, the style applies to the next words typed.

Size Menu



Apply specific point sizes to text to meet visual needs or to emphasize text. Size checked is the one used as you type. You may select letters, words, sentences or the entire file and change the font size. Select another size to change sizes.



(example above not shown at actual size)

Grow Words

⌘]

Make selected text larger. Works like Grow Words in the ribbon. If no words are highlighted, the size applies to the next words typed.

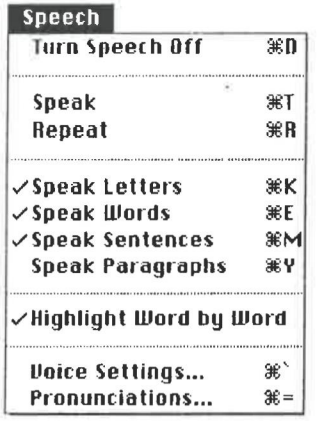
Shrink Words

⌘ [

Make selected text smaller. Works exactly like Shrink Words in the ribbon. If no words are highlighted, the size applies to the next words typed.

Note: The minimum font size for Write:OutLoud is 6 point.

Speech Menu



Write:OutLoud lets you decide when you want the system to speak, what should be spoken and what to repeat. You control whether to listen to the speech while you are typing or listen later. You also select the voice you want to use and have the ability to phonetically correct pronunciation of selected words.

Use the *Speech Menu* to select Write:OutLoud's speech functions.

All Speech Off

⌘ D

When checked, all speech options are turned off. The Speak and Repeat ribbon buttons are not available; *Speak Ribbon* in the *Options Menu* is not available. This is useful for users who wish to work quietly.

Choose *All Speech Off* again to uncheck this option and have your speech settings active again.

Tip: Alternate input device users can define a single key to enter ⌘ D for quick access to turning speech on and off.

Speak

⌘ T

Speak text. Write:OutLoud speaks highlighted text or, if no text is highlighted, speaks the sentence containing the cursor. Works exactly like Speak on the ribbon.

Repeat

Repeat last spoken text. Works exactly like Repeat on the ribbon.

Speak Letters

When checked, speaks each letter as it is typed. Choose *Speak Letters* to uncheck.

Speak Words

When checked, speaks each word as it is completed. A word must be followed by a space or punctuation before Write:OutLoud can speak it. Choose *Speak Words* to uncheck.

Speak Sentences

When checked, speaks each sentence as it is completed. A sentence must be followed by punctuation (period, exclamation point or question mark) before Write:OutLoud will speak the sentence. Choose *Speak Sentences* to uncheck.

Speak Paragraphs

When checked, speaks each paragraph as it is completed. A paragraph is identified by a Return. Choose *Speak Paragraphs* to uncheck.

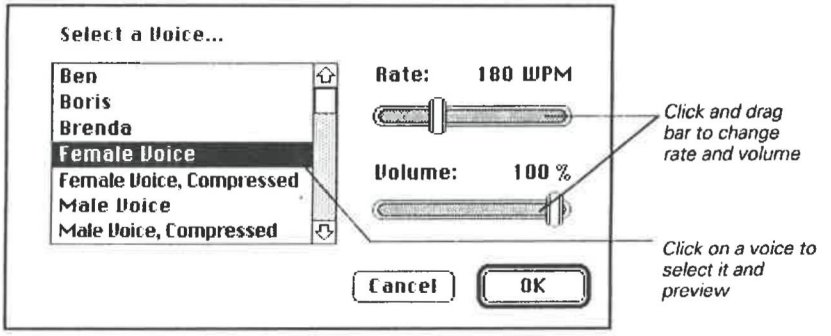
Highlight Word by Word

When checked, individual words are highlighted as they are spoken. Choose *Highlight Word by Word* to uncheck.

Tip: This option will slow down speech feedback somewhat. If speech seems sluggish, do not have this option checked while you work.

Voice Settings...

The Voice Selector controls voice choices and adjusts speech rate and volume.



The list of voices in Voice Selector will differ depending on which voices are installed.

Any changes made in Voice Selector will affect only the software you're currently using. Other speech-ready software on your computer will keep any voice settings you chose for those programs. The Voice Selector does not alter other system settings such as alert sounds and speaker volume.

Choosing Voices, Speed and Volume

1 With the Voice Selector window open, scroll through the voice list and highlight one to hear its sound.

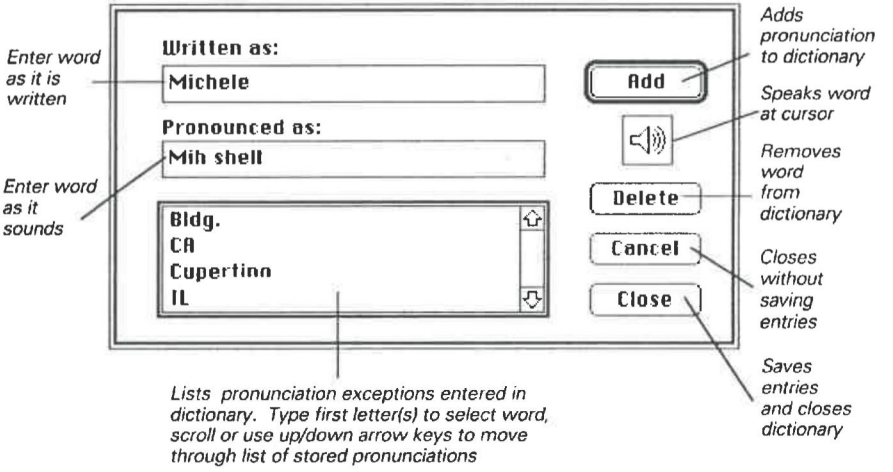
2 Click on the Rate bar and drag to speed up or slow down the voice. The system speaks the new speed using the highlighted voice.

3 Click on the Volume bar and drag to raise or lower the voice volume. The system speaks the volume percentage using the highlighted voice.

Experiment with the different voices, rates and volumes to determine the best settings for your application. Voices may sound different if you're using an external speech synthesizer.

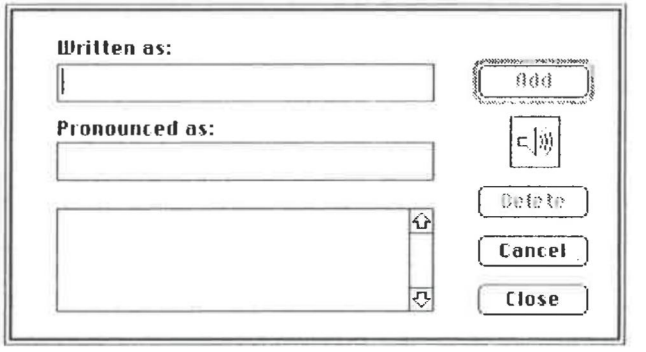
Pronunciations...

The built-in speech will not always pronounce words exactly as you want; abbreviations and proper names are often mispronounced. Make your application speak certain words first. If the pronunciation isn't exact, use the Pronunciation Exceptions Dictionary to type out words phonetically so they're spoken correctly.



The dictionary already contains pronunciations for many common abbreviations and proper names. Add your own to the list whenever you encounter a mispronounced word.

1 From the *Speech Menu*, select *Pronunciations...* The Pronunciation Exceptions Dictionary opens.



2 Type in the word you want to specify a pronunciation for.

3 Tab to the next field and type in a phonetic entry for the word or choose a pronunciation from the list provided. Enter up to 32 characters.

4 Click the Sound button to hear the pronunciation. Make fine adjustments to the phonetic entry until the word is pronounced correctly. Click Add to save the word to the dictionary.

5 Click Close to exit the dictionary dialog box.

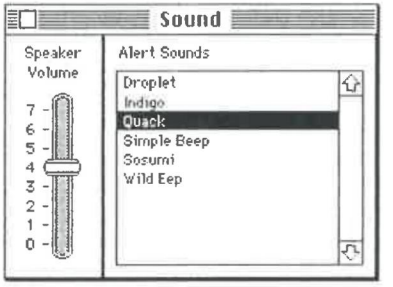
Tip: The Pronunciation Exceptions Dictionary is universal to all Don Johnston products that use newer versions of MacInTalk. You only need to enter a special pronunciation into the dictionary once; it should be pronounced as specified from then on. A pronunciation entered in Write:OutLoud, for example, will be spoken correctly when the same word is spoken with Ke:nx® or Co:Writer®.

Tips for Entering Pronunciation Exceptions

- Be generic when entering pronunciation; use phonetic spelling.
- Try several combinations and listen to decide which pronunciation is best.
- Add vowels to force a long vowel sound.
- Add consonants to force a short vowel sound.
- Space = pause between syllables.
- Specify abbreviations in exceptions table only if there is only one way to pronounce the word it represents. Remember, some voices will correctly pronounce the abbreviation without adding it to the exceptions dictionary.

Adjusting Sound Volume

Write:OutLoud's speech features share the same volume setting with the rest of your Macintosh system. The level is assigned in your Control Panels. Choose *Control Panels* in the *Apple Menu*. Select the Sound control panel.



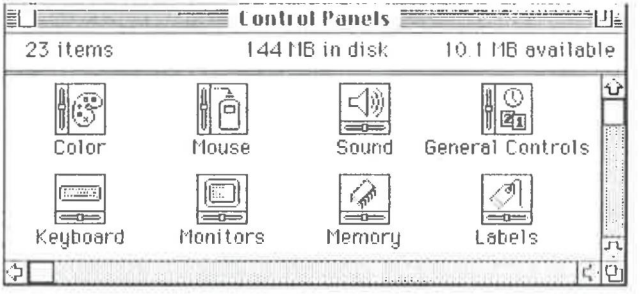
Drag the sliding bar at the left to increase or decrease volume. Listen to hear the sound at the new setting.

Tip: Earphones may be a good idea in a workplace or classroom setting. The same volume setting applies, but the earphones eliminate outside sounds and distractions. Check with your Apple dealer if you're not sure what types will work with your system.

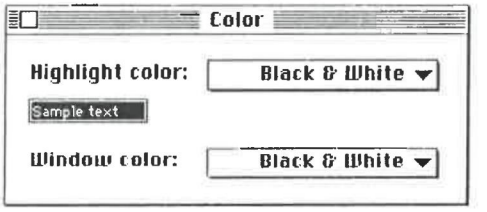
Adjusting the Highlight Color

For color monitors only.

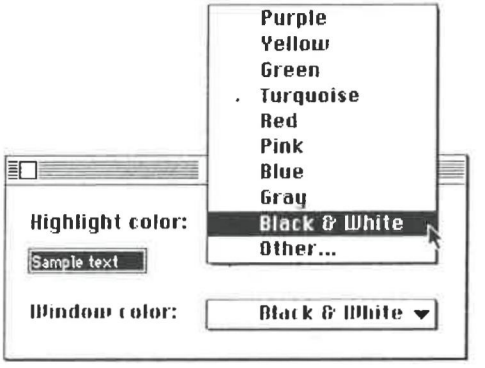
Write:OutLoud uses the highlight color associated with your Macintosh system to highlight words and text. The highlight color is assigned in your Control Panels.



1 Open the Color control panel.



2 Use pop-up menu to select the highlight color.



Remember to coordinate the highlight color with the color of your text and background. Make sure you can always see the display clearly. (If you choose the same color for your text and highlight color, your text will "invert" to the background color when it is highlighted.) You may have to experiment to find a combination that you like.

Note: The highlight color you select will also be in effect for selected text on your Macintosh desktop.

Chapter 4

Application Ideas

Only your imagination limits what you can do with Write:OutLoud. Once you work with Write:OutLoud and experience how truly simple it is to use, you'll enjoy thinking of ways to apply several features alone or in combination with your word processing needs. The following lists just a few ways that speech, color and text can lend new life to your word processing.

Encourage Writing

Write:OutLoud is a perfect way to encourage students to write. Try some of these activities and encourage students to experiment with colors, font size and speech options.

Write & Listen — Letters and Words

These activities use letters, words and speech.

Names

Have students type their names and listen to it as many times as they like.

Find the Letters

Listen to letters. In the *Speech Menu*, select *Speak Letters*. Type a letter and listen. Encourage students to find all the letters on the keyboard.

New Words

Listen to words. In the *Speech Menu*, select *Speak Words*. Ask students to type a new word for the day. When Spacebar is pressed, the word is spoken. When finished, click Speak to hear all the words.

Favorite Things

Ask students to list their favorite foods, toys or spelling words. Each word is spoken as it is typed. When the list is finished, click *Speak* in the ribbon to hear the entire list.

Spelling Bee

Have a spelling bee. Turn on the *Auditory* option for *Cue Misspelling* in the *Edit Menu*. In turn, ask students to type a word. When a student's computer "beeps," a word is misspelled and they are out of the round.

Write & Listen — Stories

These activities use sentences and speech.

Journal

Ask students to keep a journal for a specified time or during a special occasion such as a holiday vacation. When the journal is complete, take advantage of Write:OutLoud's speech feedback to narrate it. This could be a fun classroom project.

Summer Vacation

A simple "what I did on summer vacation" assignment can become a talking adventure for the classroom setting.

Storyteller

Teachers can enter their own stories and have Write:OutLoud handle the storytelling.

Student Stories

Ask students to write a story about a spooky house, their favorite stuffed animal or their best friend. Whether or not students share their stories, they'll develop pride when they hear Write:OutLoud speak their own stories.

Write with Color

If you are using a color monitor, take advantage of the options that let you set background and text color. Specify the color of paragraphs, sentences or individual words. Print in color, too, if you have a color printer. Here are some ideas.

Note: The Apple ImageWriter II can print your Macintosh color documents in color if you have a color software extension that enables this feature, such as MacPalette™ II, available through many software retailers. You must also use a color ribbon.

Noun Game

Help students learn parts of speech by setting all nouns in a different color than the rest of the text. Or better yet, ask the students themselves to make all the nouns yellow. Then try this with verbs, adjectives and adverbs.

Learn Colors

Learn the colors. Type out the names of colors. Use the color options to reflect the word's color. Then ask students to say what color a word is. To check if they are correct, have Write:OutLoud say the word. Highlight the word and press ⇧⌘T to speak the word.

Mad for Color

Use color to show and learn about emotions. Type the word "mad" in a large font using the color red. Try blue for "sad," green for "envy" and others. Lead a simple activity similar to "learn colors" (above) or ask older students to write a story using different emotions with colors.

Holiday Colors

Use colors for themes centering on holidays. Select orange and black (Halloween), red and green (December), red and white (Valentine's Day) and others.

Write in Different Sizes and Styles

It may be easier on eyes if you use a big typeface in your documents. Users with visual impairments may benefit especially when using high contrast colors in the background and text.

First Words

When using Write:OutLoud as a first word processor, keep the font size big and the style simple to facilitate young readers.

Special Effects

Let older students have fun experimenting with the text styles. Create special effects with shadowing and outlining for unique printed pieces.

Writing Tips for Individuals with Disabilities

Changing font sizes, colors and speech options can be beneficial to individuals with varying needs and abilities. Consider large fonts for those with visual impairments, auditory review of work for some users with learning differences and the speech feedback for non-speaking students.

Color Contrast for Visual Needs

Write:OutLoud's text and background color combinations may help users with visual impairments—a yellow background with black text offers a high contrast combination. Experiment to find the most beneficial color and font combination for the user. Also, adjust the color that is used to highlight words and sentences.

View Large but Print Small

Persons with visual impairments may find it comfortable to view a very large font on the computer screen, yet would prefer to print their documents in a more conventional font size. To do this, you can adjust the Reduce/Enlarge setting in the Page Setup dialog box. For example:

Font size/on screen	*Reduce/Enlarge value*	*Font size/printed copy*
24 pt	50%	12 pt
36 pt	33%	about 12 pt
48 pt	50%	24 pt
48 pt	25%	12 pt

Adjusting the Reduce/Enlarge setting will automatically reset the page margins so that what you see on the screen matches the printed output. Choose *Page Setup...* from the *File Menu* (⌘ J) to try this option.

You can also do this by selecting a large font size for typing the document, then selecting the entire document (⌘ A) to change the display to a smaller font size just before printing it.

Speech Output for Communication

Try Write:OutLoud as a communication tool. Type a short paragraph about the day, a favorite joke or childhood memory. Save the file. The user may retrieve the file later and "tell" the story to friends, parents or teachers.

Speech Feedback

Some users may benefit from listening to their work as they write. Use the combination of speech feedback that best meets your needs.

- Use *Speak Letters* for people with physical disabilities or visual impairments to reinforce that the correct letter has been typed.
- Use *Speak Words* for people with learning disabilities and poor spellers.
- Use *Speak Sentences* and/or *Speak Paragraphs* for beginning writers and for communication.

Keyboard Shortcuts

Using the keyboard or an alternate input device may be easier for some people. All functions in Write:OutLoud have keyboard equivalents of one to three keys. Try using these instead of the mouse. Alternate input device users may want to define a key, square or code to execute the shortcuts with a single keystroke.

Using Write:OutLoud with Co:Writer® for Word Prediction

Co:Writer is an intelligent word prediction program for use with word processors. It reduces keystrokes and makes writing easier for users with language difficulties or physical limitations.

For Productivity

Use Co:Writer for word prediction and use Write:OutLoud for word processing. Using the speech options of both programs, users can listen while easily creating sentences with word prediction and hear them again in Write:OutLoud.

Both the Co:Writer and Write:OutLoud windows and font sizes are adjustable (as well as many other options — check your Co:Writer reference manual for complete information).

For Communication

For non-speaking users, use Co:Writer to help write sentences and stories. Save the sentences and stories with Write:OutLoud. Use the Write:OutLoud files later with speech output for telling the story. Create a file for wants and needs the same way.

Note: Ke:nx Users: Use your setup for Co:Writer for creating your document. Then branch to or load your Write:OutLoud setup for editing the document.

Using Write:OutLoud with Ke:nx® and Ke:nx On:Board®

Ke:nx and Ke:nx On:Board are alternate access systems for Macintosh users with disabilities. With Ke:nx, you can operate Write:OutLoud and your entire Macintosh with switches, alternate keyboards, on-screen displays and dedicated communication devices. Ke:nx On:Board is an expanded keyboard with the features of Ke:nx built in. It is designed to fit with PowerBook computers but can be used with any Macintosh that has an Apple Desktop Bus (ADB) port.

Ke:nx and Ke:nx On:Board users can create setups in various input methods that include Ke:nx Markers, scripts and combination keyboard equivalents that make using Write:OutLoud easier for the user. See Appendix C for a listing of keyboard equivalents for Write:OutLoud. Refer to your Ke:nx or Ke:nx On:Board manuals for more information on using, editing and creating setups for use with Write:OutLoud.

Ke:nx Ready-Setups

To save you time, Ke:nx Ready-Setups for Write:OutLoud are available for a nominal cost. Specialized setups for all input methods are provided on a floppy disk ready to be loaded and used. Instruction cards are included. Contact Don Johnston Incorporated.

Sample Files

Several sample files are located in the Sample Documents folder which was installed within your Write OutLoud folder. Examine the files for ideas on how to use the program or use the files as templates. They are:

- Halloween Poem
- Night Before Christmas
- Valentine's Day Assignments
- Story Telling Time

These sample files can be used as templates. Open the sample document and choose *Save As...* from the *File Menu.* Give the document a new name. The original remains intact.

Stationery Files

There is a second folder called Stationery. That folder contains several files that you can use as templates to help get you started. They are:

- Invitation
- List Maker
- Large Print
- Memo

System 7

All of these documents are a special file type called Stationery Pads. When you open the file, it actually opens an untitled copy of the document that you can use and save with a new name. The original remains intact.

System 6.0.7/6.0.8

For System 6 users, open the stationery documents and choose *Save As...* from the *File Menu* to duplicate the document and give it a new name. The original remains intact.

Saving Option Settings

Discussed here are ideas and techniques to maximize efficiency for using Write:OutLoud.

Saving File Preferences for Individual Users

As you work with Write:OutLoud, you will find options and settings that you or your students find most useful. When you save a document, the settings are saved with the file. When you open that file, the settings remain as you changed them.

When you start a new file (choose *New* from the *File Menu*), a new document is opened with options set as follows:

Cue Misspelling	off
Words Left	on
Show Ribbon	on
Speak Ribbon	on
Word Color	blue
Background Color	white
Show Page Breaks	off
Speak Letters	off
Speak Words	on
Speak Sentences	on
Speak Paragraphs	off
Highlight Word by Word	on
Font	Geneva
Size	12 pt
Style	plain

Your preferences for option settings may be very different than this and you may want Write:OutLoud to start new files with your setting preferences. There are several ways to do this. System 7 users may create a stationery pad of their own to use as a starting file. System 6 users may create a template document to use as a starting file. The steps are listed below.

System 7

1 Start a new file.
2 Do not type any text, but choose your options. Among them are:

- Font type, style and size
- Speech options
- Misspelling cue
- Text and background color
- Ribbon display on or off
- Text alignment (left, center or right alignment)

Tip: It may be easier to set options with text in the document. Type text to check settings, then delete it before saving the file.

---

3 Save the file with appropriate name such as "Sue's Starting File."
4 Quit Write:OutLoud.
5 At the Desktop, select the file you just created.
6 Choose *Get Info* from the *File Menu.*

7 Check "Stationery pad" in the lower right corner.
8 Close the Get Info window.

This creates a personalized stationery pad. To use this file:

1 Double click Sue's Starting File to launch Write:OutLoud. Or choose *Open* in the *File Menu* to start a new document and select Sue's Starting File.

This opens the file as an untitled document.

2 Save the file as you would a new file — choose *Save* in the *File Menu*. The stationery pad remains unchanged for use over and over again.

System 6.0.7/6.0.8

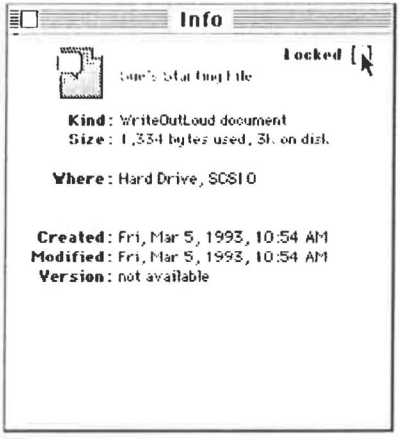
1 Start a new file.
2 Do not type any text, but choose your options. Among them are:

- Font type, style and size
- Speech options
- Misspelling cue
- Text and background color
- Ribbon display on or off
- Text alignment (left, center or right alignment)

Tip: It may be easier to set options with text in the document. Type text to check settings, then delete it before saving the file.

---

3 Save the file with appropriate name such as "Sue's Starting File."
4 Quit Write:OutLoud.
5 At the Desktop, select the file you just created.
6 Choose *Get Info* from the *File Menu*.



7 Check "Locked" in the lower left corner.
8 Close the Get Info window.

This creates a personalized file that cannot be changed until Locked is unchecked in the Get Info window. To use this file:

1 Double click Sue's Starting File to launch Write:OutLoud. Or choose *Open* in the *File Menu* to start a new document and select Sue's Starting File.

You may get a message saying that you may not be able to save changes to the document. Click OK.

2 Choose *Save As...* in the *File Menu*. This gives the file a new name and leaves the original unchanged.

Tip: Teachers may want to create starting files for each of their students. Also consider having the student create a folder for their starting and work files.

Tip: To remove a locked file from your hard drive, Hold down Option while dragging it to the Trash (System 7). Or highlight the document and select *Get Info* from the *File Menu*. Unlock the document by clicking the check box. Close the window and drag the file to the Trash (System 6.0.7/6.0.8).

The Abbreviations File

The WOL Abbreviations file was copied to your hard drive when you installed Write:OutLoud. This file contains common abbreviations such as Mr., Mrs. and Dr. Usually a period means the end of the sentence and Write:OutLoud speaks until the end of the sentence. Write:OutLoud uses the abbreviations file so that it knows that a period in this context is not the end of a sentence. Then it is able to treat an abbreviation as another word.

The complete list of abbreviations recognized by Write:OutLoud is in Appendix D.

If you use an abbreviation that is not on the list, Write:OutLoud will assume it is the end of a sentence.

System Hints - System 7

Aliases & System Folders

With System 7, you can make aliases of application programs and other documents. An alias saves you steps in accessing your programs but still lets you store them in whatever folders you need for organization.

An alias appears as a copy of the application, but it actually contains location information about the application. It makes it possible to keep a program, such as word processor, in its own folder and its alias in another folder or on the desktop. You may launch the alias just as you would the application.

This way, you have quick access to the program without finding the application itself. For example, the alias of the word processor can remain on the desktop so that you always see it. But the actual program along with all your documents are kept in the word processing folder.

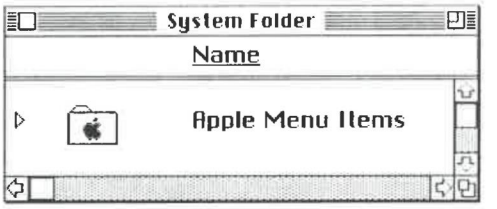
Write OutLoud alias

The command *Make Alias* is in the *File Menu* at the desktop.

Tip: Make an alias of your personal Stationery Pad with your preferences Use this file to launch Write:OutLoud and the program opens with all the options set as you like.

Apple Menu

System 7 lets you place whatever you need in your *Apple Menu*. By placing aliases of application programs or stationery pads in the *Apple Menu*, you may launch the program by simply making a menu selection.



In your System folder is a folder called Apple Menu Items. Drag items to this folder to make them a part of the *Apple Menu*.

Startup Items

Also in the System folder is a folder named Startup Items. Aliases placed in this folder are automatically launched when you turn on your computer.

If you want your word processing to be open and available whenever you turn on the computer, place an alias of the word processing program (or an alias of a stationery pad document) in the Startup Items folder.

Appendix A

Demonstration Copies of Write:OutLoud

You can give a demonstration copy of Write:OutLoud to your friends to try on their computers. It is intended to help your friends decide if they would like to purchase the program. The demonstration copy is a fully functional copy of Write:OutLoud. It will operate three times.

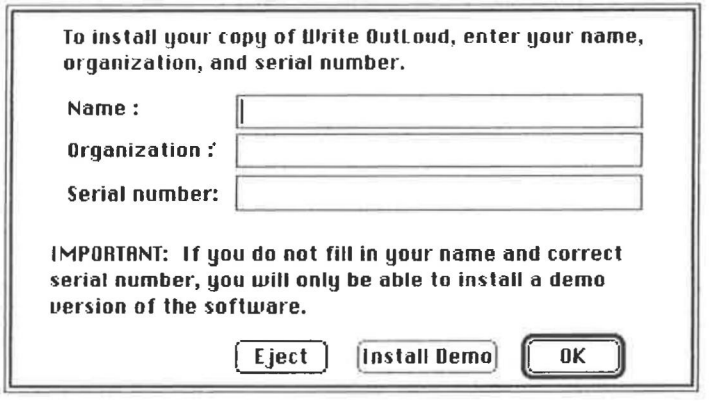
Making Demonstration Copies

You can make demonstration copies of Write:OutLoud in two ways:

- Use your Write:OutLoud disks to directly install a demo on another computer
- Copy Write:OutLoud and supporting files to floppy disk to give to someone else to install on another computer

Install Demo from Original Disks

Insert your Write:OutLoud disk 1 and proceed with installation as outlined in Chapter 1. At the registration screen . . .


To install your copy of Write OutLoud, enter your name, organization, and serial number.
Name :
Organization :
Serial number:
IMPORTANT: If you do not fill in your name and correct serial number, you will only be able to install a demo version of the software.
Eject
Install Demo
OK

. . . click Install Demo. Do not enter name, organization or serial number.

Restart the Macintosh and begin working with your new Write:OutLoud demonstration copy.

Make Demonstration Disk

To make a demonstration copy of Write:OutLoud from the installed version on your hard drive, you need one formatted high-density floppy disk.

1. On a floppy disk, make a new folder by selecting *New* (⌘N) from the *File Menu*.
2. Name the folder "Write OutLoud Demonstration."
3. Open the Write:OutLoud folder on your hard drive.
4. Drag the Write:OutLoud files from your hard drive to the new folder on the floppy disk. You should copy the following files:

   - Read Me
   - Write:OutLoud
   - WOL Abbreviations
   - WOL US Dictionary
   - WOL User Dictionary
   - WOL US Dictionary

5. On the floppy disk, make another new folder called "Drag to Extensions folder." Copy the following files from the Extensions folder (in the System folder) of your computer to this new folder.

   - DJ Speech Access
   - Sound Manager
   - Speech Manager

   Installation of these files enables the use of the basic voice "Marvin" to try out the speech options of Co:Writer.

6. Make a photocopy of pages 65 to 66.

7. Give the disk(s) and documentation to your associate.

Tip: If you make demonstration copies of Write:OutLoud frequently, set up a demonstration folder on your hard drive so you can quickly copy it.

Install from Demonstration Disk

To install the demonstration copy of Write:OutLoud on another computer:

1. Drag the Write:OutLoud Demonstration folder from the floppy disk(s) to the hard drive icon of the new computer.

2. Make sure WOL Abbreviations, WOL US Dictionary, WOL User Dictionary and Write:OutLoud application are all in the same folder.

   To use Write:OutLoud speech options, the appropriate speech files must be installed in the System folder of the startup drive.

3. Drag these files to the Extensions folder in your System folder.

   - DJ Speech Access
   - Sound Manager
   - Speech Manager

   Installation of these files enables the use of the basic voice "Marvin" to try out the speech options of Write:OutLoud.

4. Restart your computer.

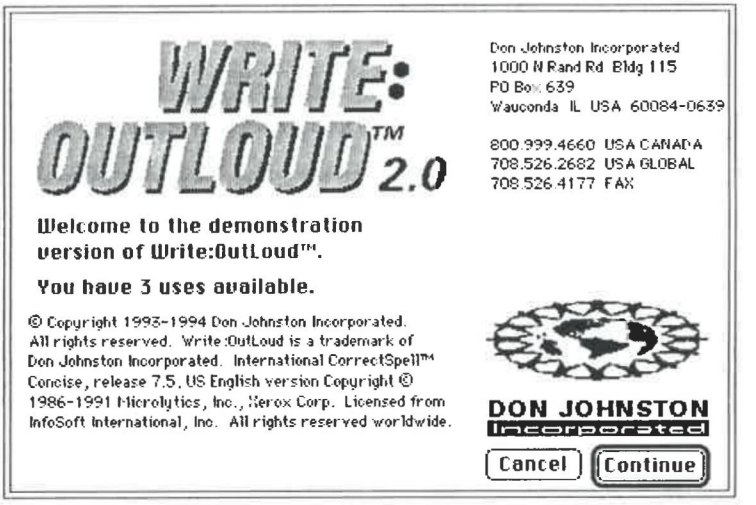
Using Demonstration Copy

A "Read Me" file is included with your demonstration copy of Write:OutLoud. (The "Read Me" file is a TeachText document. The TeachText application was included with your Macintosh System Software.) Please read it for additional information about this demonstration copy.

To use Write:OutLoud:

1. Open the Write OutLoud Demonstration folder.

2. Launch the Write OutLoud Demonstration application by double clicking it.


WRITE:
OUTLOUD™ 2.0
Don Johnston Incorporated
1000 N Rand Rd Bldg 115
PO Box 639
Wauconda IL USA 60084-0639
800.999.4660 USA CANADA
708.526.2682 USA GLOBAL
708.526.4177 FAX
Welcome to the demonstration version of Write:OutLoud™.
You have 3 uses available.
© Copyright 1993-1994 Don Johnston Incorporated. All rights reserved. Write:OutLoud is a trademark of Don Johnston Incorporated. International CorrectSpell™ Concise, release 7.5, US English version Copyright © 1986-1991 Microlytics, Inc., Xerox Corp. Licensed from InfoSoft International, Inc. All rights reserved worldwide.
DON JOHNSTON
Incorporated
Cancel
Continue

This screen provides information about sales and technical support and the number of Write:OutLoud trials remaining. Click Continue to complete the Write:OutLoud launch.

3 Begin typing.

Tip: If you need more information on how to use Write:OutLoud, select *Write:OutLoud Help* from the *Help Menu*. You can even print the screens if you have a printer.

Appendix B

Speech Options

Write:OutLoud can be used with several types of speech and speech synthesizers. See Chapter 3 for more information.

- MacInTalk II voices (included with Write:OutLoud)
- MacInTalk II Pro voices
- MultiVoice™ speech synthesizer
- InfoVox speech synthesizer
- Eurovocs speech synthesizer

MacInTalk II

MacInTalk II converts typed text into audible speech. MacInTalk II voices are included with Write:OutLoud.

Features

- Offers several speech voices to meet users' preferences
- Allows you to customize voice speed and volume
- Lets you switch between voices quickly and easily
- Includes a Pronunciation Exception Dictionary so you can enter words phonetically and hear them spoken correctly

Voices

Voice	Memory Required (RAM)
Ben	500K
Boris	500K
Brenda	500K
Mariel	500K
Marvin	500K
Mr. Hughes	500K
Otis	500K
RoboVox	500K
Votron	500K
Xero	500K

MacInTalk II Pro

MacInTalk II Pro (DJ ProPack Speech Module) is highly intelligible text-to-speech with more sophisticated ways to interpret and speak text.

- Man's and woman's voices for high-quality speech
- Constructs speech by following built-in knowledge of grammar, syntax and contextual rules
- Pronounces numbers and words correctly in context. "Dr. Smith lives at 42 Hilltop Dr." is spoken as "Doctor Smith lives at forty-two Hilltop Drive"
- Uses the Pronunciation Exceptions Dictionary so you can enter words phonetically and hear them spoken correctly

Voices

Voice	Memory Required (RAM)
Female voice	2.3 MB
Female voice, Compressed	1.7 MB
Male voice	2.7 MB
Male voice, Compressed	1.8 MB

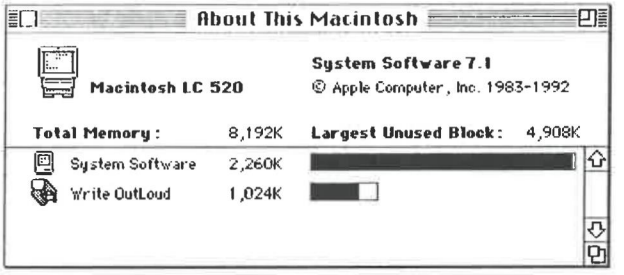
System Requirements

To use the MacinTalk II Pro (DJ ProPack Speech Module), you need:

- Macintosh with hard drive
- 8 MB RAM minimum, 12 MB RAM recommended
- System 7 and higher

Memory Management and Speech Software

You must have enough available memory (RAM) to use the voices. To determine how much memory you have available, go to the Finder and select *About This Macintosh...* from the *Apple Menu*. This window shows you how much memory each open program is taking, and how much memory is available to run other things, including the MacInTalk voices.



In this example, you have enough available memory to run any MacInTalk voice (the "Largest Unused Block" is larger than any individual voice).

When you choose a voice, your software uses it for all text-to-speech output until you choose a new voice. The chosen voice is used only for the current software program. You may choose a different voice for each of the speech-ready software programs on your computer.

Tip: For more efficient use of available RAM, choose the same voice for each open application.

Tip: Memory can become fragmented (and virtually unusable) if you open and close applications frequently. You may need to quit all open applications or even restart the computer to maximize available memory.

Speech in Applications

Digital speech and pre-recorded sounds is not affected by MacInTalk.

Programs that use only older MacInTalk are still fine when operated alone. However, you cannot use them at the same time as programs with the new MacInTalk II.

Using Two or More Speech-Ready Programs

Older programs that use MacInTalk may be incompatible with MacInTalk II and MacInTalk II Pro.

To run a program that has MacinTalk II or MacinTalk II Pro speech with another program, make sure the other program is updated with at least MacinTalk II speech.

External Speech Synthesizers

You may use an external speech synthesizer to provide speech output from your computer. Like MacinTalk II Pro, a speech synthesizer provides high-quality speech.

Commonly Used External Speech Synthesizers

▶ MultiVoice	English language
▶ InfoVox	Dutch, German, French, English
▶ Eurovocs	French, German, Spanish, Italian, Swedish, Danish, Norwegian, Icelandic

See your synthesizer's manual for system requirements and complete information on using your device.

Appendix C

Key Equivalents for Write:OutLoud

Many Write:OutLoud functions can be carried out with keystrokes instead of the mouse.

File Management

⌘ =	print one document (no print dialog box)
⌘ P	print dialog box
⌘ J	page setup (print specifications)
⌘ S	save document
⌘ H	save as (duplicate document with new name)
⌘ O	open document
⌘ N	new document
⌘ W	close document
⌘ Q	quit Write:OutLoud

Moving The Text Insertion Cursor

Point and click with the mouse or use these keystrokes:

→	one character forward
←	one character backward
↓	one line forward
↑	one line backward
Option →	one word forward
Option ←	one word backward
Option ↓	one sentence forward
Option ↑	one sentence backward
⌘ ↑	go to the beginning of the file
⌘ ↓	go to the end of the file
⌘ →	go one paragraph forward
⌘ ←	go one paragraph backward

Highlighting Text

When text is highlighted, you can change its font, style, size and color, or speak it. Traditionally, this is done by the mouse with click and drag. Key equivalents are as follows:

Shift →	one character forward
Shift ←	one character backward
Shift ↑	one line forward from cursor
Shift ↓	one line backward from cursor
Shift Option →	one word forward
Shift Option ←	one word backward
Shift Option ↓	one sentence forward
Shift Option ↑	one sentence backward
⌘ Shift →	one paragraph forward
⌘ Shift ←	one paragraph backward
⌘ Shift ↑	to beginning of file from cursor
⌘ Shift ↓	to end of file from cursor
⌘ A	whole document

Formatting and Text Styles

To change the style of text already typed, highlight it first and then use one of these commands (exceptions are noted). If no text is selected, the change affects the next words you type.

⌘]	grow words (make larger)
⌘ [	shrink words (make smaller)
⌘ L	plain letters
⌘ B	bold letters
⌘ I	italic letters
⌘ U	underline letters
⌘ '	set words color
⌘ ;	set background color (whole document)
⌘ ,	left justified (whole document)
⌘ /	right justified (whole document)
⌘ -	centered (whole document)

Editing Text

⌘ G	spell check document
⌘ F	find word
⌘ Z	undo
⌘ X	cut
⌘ C	copy
⌘ V	paste
Clear or Delete	clear
⌘ A	select all

Speaking Text

Speaking words can be done while typing text or later by highlighting the text.

⌘ T	speak highlighted text
⌘ R	repeat last spoken text
⌘ .	stop speaking

Toggle these options on or off with the mouse (*Speech Menu*) or use these key equivalents.

⌘ K	speak letters when typed
⌘ E	speak words when typed
⌘ M	speak sentences when typed
⌘ Y	speak paragraphs when typed
⌘ D	all speech off

Voice Selector Dialog Box

⌘ →	increase rate
⌘ ←	decrease rate
⌘ Shift →	increase volume
⌘ Shift ←	decrease volume
Return	close dialog box (save settings)
Esc	cancel dialog box

Pronunciation Exceptions Dialog Box

Tab	move between fields
⌘ T	highlight and speak text in field
Return	add pronunciation to exceptions dictionary
Delete	delete word
⌘ W	close dialog box (save changes/additions)
Esc	cancel dialog box (revert to previous settings)

Spell Check Dialog Box

⌘ R	speak sentence speak & spell misspelled word
⌘ T	speak & spell word in *Change To* field
⌘ L	learn underlined word in sentence
⌘ N	next word
↓ ↑	move through suggested words
Return	change word
⌘ Q	quit

Find Dialog Box

⌘ R	speak sentence and found word
⌘ T	speak word to find
Return	find next word
Esc	cancel

Help Windows

M	topic menu window
P or ←	previous window
N or →	next window
⌘ W	close Help window

Appendix D

Abbreviations File

These are the abbreviations that Write:OutLoud recognizes. Write:OutLoud treats these abbreviations as words and does not treat the period as a sentence-ending mark.

A.
A.C.
A.D.
a.m.
A.M.
A.P.
Apr.
Apt.
A.R.
Assn.
Attn.
Aug.
Assoc.
Asst.
Ave.
B.
B.A.
B.C.
Bldg.
Blvd.
B.S.
C.
Can.
C.E.O.
cm.
Co.
Corp.
C.P.A.
C.P.U.
CR.
C.S.T.
D.
D.C.
Dec.
Dept.
Dir.
Dist.
D.J.
Dr.
E.
ea.
e.g.
esp.
E.S.T.
F.
Feb.
Fr.
Fri.
ft.
G.
gm.
H.
Hwy.
I.
i.e.
ie.
in.
Inc.
J.
Jan.
Jr.
Jul.
Jun.
K.

kg.
km.
L.
lb.
Ln.
lt.
Ltd.
M.
M.A.
Maj.
Mar.
M.B.A.
M.D.
MD.
mm.
Mon.
Mr.
Mrs.
M.S.
Ms.
Msgr.
M.S.T.
Mt.
Mtn.
N.
N.A.
N.E.
Nov.
N.W.
O.
Oct.
o.k.
O.T.
P.
Ph.D.
Pkg.
Pkwy.
Pl.
p.m.
P.M.
P.O.
Pres.
Prof.
p.s.
P.S.T.
P.T.
P.T.A.
Pty.
Q.
R.
Rd.
Rev.
Rt.
Rte.
S.
S.A.
Sat.
S.E.
Sec.
Sep.
Sept.
Soc.
Sq.
Sr.
St.
Sun.
Supt.
S.W.
T.
Ter.
Terr.
Thu.
Thurs.
Treas.
Tue.
Tues.
U.
U.K.
Univ.
U.S.
U.S.A.
V.
V.P.
W.
Wed.
X.
Y.
Z.

Appendix E
Problem-Solving

Read through this section if Write:OutLoud is not working properly. Look for your situation and try the suggested solutions. If you continue to have difficulty, contact the Don Johnston customer success team for further assistance.

I'm trying to type in my serial number and I keep getting a "this serial number is not valid" message.

- Type the serial number exactly as listed on your disk.
- Make sure Caps Lock is off.
- Don't type spaces between numbers.
- Type 0's (zeros). No letter O's are used.

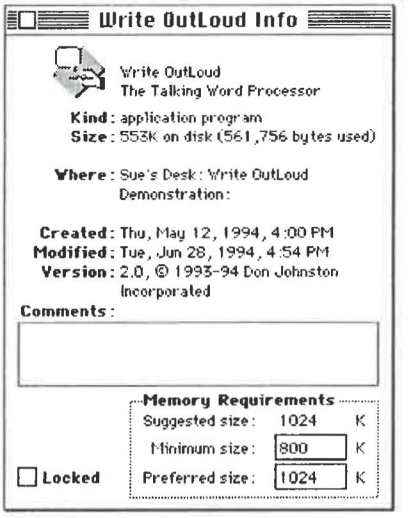
I installed Write:OutLoud and now I have a demo version on my computer.

- Installation was not completed correctly; repeat the installation process to install a full version of Write:OutLoud.
    - Make sure any virus protection software on your computer is disabled (turned off) before you install.
    - Cancel system extensions when you restart your computer. To do this, hold Shift down as you start up your computer.

My computer is telling me there's not enough memory to launch Write:OutLoud.

- Other open applications may be taking up the RAM you need to run Write:OutLoud. Close any open applications that you do not need. Then try launching Write:OutLoud again.

- Change the preferred size for Write:OutLoud in the Info window.


Write OutLoud Info
Write OutLoud
The Talking Word Processor
Kind: application program
Size: 553K on disk (561,756 bytes used)
Where: Sue's Desk: Write OutLoud Demonstration:
Created: Thu, May 12, 1994, 4:00 PM
Modified: Tue, Jun 28, 1994, 4:54 PM
Version: 2.0, © 1993-94 Don Johnston Incorporated
Comments:
Memory Requirements
Suggested size: 1024 K
Minimum size: 800 K
Preferred size: 1024 K
Locked

Assigning less memory to Write:OutLoud lets you open the program with a minimum amount of RAM available, but you may be unable to use some of the program features. The minimum size for Write:OutLoud is 800K.

Conversely, assigning more memory to Write:OutLoud will maximize performance. Change the preferred size to 1500K or more to enhance program performance.

The Speak and Repeat buttons in the tool ribbon don't work when I click on them.

- Check to see which System software you are running. The ribbon speech functions are not available when you are running under Finder in System 6.0.7/6.0.8. Change to MultiFinder or System 7 to enable these features.

My document moves back and forth sideways as I am typing, so I can't see all of the text typed on one line.

- Check your Page Setup. It may be set to a different size/shape than your Write:OutLoud document.

- If your screen is large enough, change your window size to expand your document view. Click on the window zoom box to make the window as large as the screen, or drag the size box to resize the window to the size you want.

Write:OutLoud won't talk.

- Make sure Write:OutLoud was installed properly. Reinstall the software if necessary.

- The voice you're using may not be working properly. Select another voice from Voice Selector. If that voice works, reinstall the speech files to correct the problem with the original voice.

- If you are running Write:OutLoud with another talking program that uses an older version of MacInTalk, Write:OutLoud will not work properly. Make sure to update all other programs with MacInTalk II. If you are using the DJ ProPack Speech Module with Write:OutLoud, make sure the other programs are updated with MacInTalk II Pro. Contact individual software manufacturers for upgrade availability.

- Make sure Sound Manager (version 3.0 or higher), Speech Manager and DJ Speech Access are installed on your computer. Look in the Extensions folder in your System folder.

- If you are using a system earlier than System 7.1, make sure you have the QuickTime™ 1.6 system extension in your System folder. If you don't have it, add it to your System folder. You can obtain the QuickTime extension from a major on-line bulletin board service or from the Don Johnston customer success team.

- If you are using Voice Navigator, Write:OutLoud will not talk. Voice Navigator controls all speech from your computer.

Write:OutLoud is "spelling out" every letter for the words typed instead of speaking a whole word.

- Words typed in all capital letters or unusual words may not be recognized by the speech software. Add these words to your Pronunciation Exception Dictionary.

Write:OutLoud isn't pronouncing some of my words correctly.

- Some words, like names of people and places and words with complex spellings, are difficult for MacInTalk II to speak. Write:OutLoud provides a Pronunciation Exceptions Dictionary so you can specify how a word should sound. Refer to Chapter 3 to learn how to get Write:OutLoud to speak these words correctly.

Write:OutLoud is speaking some words very slowly.

- Some words, like names of people and places and words with complex spellings, are difficult for MacInTalk to speak. Use the Pronunciation Exceptions Dictionary to specify how these words should sound. Refer to Chapter 3.

I chose a voice, but Write:OutLoud is using a different one to speak.

- You probably chose a voice that requires more RAM than your system has available at the time. When you run out of memory, Write:OutLoud automatically chooses the default voice to speak. Go to the Finder and select *About This Macintosh...* from the *Apple Menu* to see how much RAM is available. Then choose an appropriate voice. See Appendix B for more information about choosing a voice.

The speech doesn't match the text that is highlighted — the highlighting is delayed, coming after the speech is heard.

- If you are working with a larger document (approximatately 20K or up) and Highlight Word by Word is on, there may be a discrepancy between the spoken and highlighted text. This is most noticable on older, slower machines and becomes more pronounced as the maximum document size of 32K document is approached. Keep documents smaller or turn Highlight Word by Word off.

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